

BYLAWS OF THE 20th  
REPRESENTATIVE DISTRICT  
REPUBLICAN CENTRAL COMMITTEE  
(A Single County District)

ARTICLE I. NAME

The name of this organization shall be the 20th Representative District Republican Central Committee (hereinafter the Committee).

ARTICLE II. PURPOSES

Section 1. Organizational Structure

The Committee is organized as an unincorporated political organization within the meaning of and pursuant to Section 527 of the Internal Revenue Code of 1954 (or under corresponding provisions of any future United States Internal Revenue Law) and C.R.S. 1992, 1-3-103 ((5)(b)-Senate, (6)(b)-Representative, (4)(d)-Judicial) (or under corresponding provisions of any future Colorado Election Law) in accordance with applicable Federal and State election laws and the general guidelines, rules, and regulations of the Colorado Republican State Central Committee (hereinafter the CRC).

Section 2. Primary Purposes

The Committee shall function primarily for the purposes of the selection, nomination, election, and appointment of qualified individuals to the Colorado General Assembly from the 20<sup>th</sup> Representative District ("the District").

ARTICLE III. MEMBERSHIP

Section 1. Members

The membership of the Committee shall consist of the elected precinct committee people who reside within the boundaries of the District, the County Central Committee officers (Chairman, Vice Chairman and Secretary) who reside within the District, the elected Republican state representative who resides within the District, any elected state senator(s) who reside in the District, and the elected officers of the Committee.

Any County Central Committee officer who does not reside in the District shall be a non-voting member of the District and shall designate a resident of the district to represent them as a voting member of the Committee.

Division Leaders who are not otherwise members of the Committee shall be non-voting members.

Section 2. Membership Qualifications

All voting members must reside within the boundaries of the District. All members must be registered to vote as Republicans throughout the period of the membership.

### Section 3. Filling Vacancies in Membership

Any vacancy in the membership of the Committee among the precinct committee people or County Central Committee Officers shall be filled in the manner provided by the By-laws of the County Central Committee. Any vacancy in the office of (state senator/representative) or in the elected offices of the Committee shall be filled in accordance with these By-laws. Any vacancy in the office of District Attorney shall be filled by the Governor of the State of Colorado.

### Section 4. Committees

- A. The elected officers of the Committee shall serve as the Credentials Committee for the purpose of determining the qualification of any person to serve as a member of the Central Committee.
- B. The Chairman shall appoint other committees as necessary.

## ARTICLE IV. OFFICERS OF THE COMMITTEE

### Section 1. Term and Qualifications of Officers

Elected Officers. The elected officers of the Committee shall be a Chairman, Vice Chairman and Secretary/Treasurer.

- A. The elected officers shall satisfy the qualifications of a Committee member as defined in Article III, Section 2 of these By-laws. Persons elected to such offices do not need to otherwise qualify as members of the Committee.
- B. The elected officers of the Committee shall be full voting members of the Committee during their term of office.
- C. The elected officers of the Committee shall assume their duties at the conclusion of the organizational meeting, or at such subsequent meeting that may be called to fill a vacancy, and shall serve for a term of two years or until their successors are elected or appointed and qualified to serve.

### Section 2. Duties of Officers

- A. Chairman. The Chairman, as the chief executive officer of the Committee, shall perform such duties and have such powers as are incident to the offices of Chairman. In addition, the Chairman shall:
  - 1. Preside at all meetings of the Committee and the Credentials Committee.
  - 2. Observe and enforce the Bylaws and rules of the Committee.
  - 3. Serve as an ex-officio member of all committees of the Committee and of the District Assembly.
  - 4. Call meetings of the 20th District Central Committee Vacancy Committee ("the Vacancy Committee").
  - 5. Serve as Chairman of the District Assembly.
  - 6. Perform such other duties as the Committee or Vacancy Committee, may assign

or may be required by law.

B. Vice-Chairman. The Vice-Chairman shall assist the Chairman in the execution of his or her duties. In addition, the Vice-Chairman shall:

1. Exercise the powers and assume the duties of the Chairman in the absence or inability to perform of the Chairman, except that the Vice-Chairman shall not have the power to make any appointments.
2. Perform such other duties as the Committee or Chairman may assign.

C. Secretary/Treasurer. The Secretary shall perform such duties and have such powers as are incident to the office of Secretary, including the duty and power to give written notice of all Committee, District Assembly and Vacancy Committee meetings, to attend all such meetings and keep a written and electronic record of the proceedings, and to be custodian of the records of the Committee, District Assembly and Vacancy Committee. The Secretary shall also maintain a current list at all times of all members and officers of the Committee. In addition the Secretary shall:

1. Provide to the Chairman, at least three days prior to the convening of a District Assembly, a temporary roll of the delegates and alternates entitled to participate in such Assembly.
2. Serve as Secretary at all Committee, District Assembly and Vacancy Committee meetings.
3. Keep and be responsible for all funds and financial records of the Committee and District Assembly.
4. Prepare and verify all credentials for delegates and alternates.
5. Prepare and verify certificates showing designations made by the District Assembly.
6. Perform such other duties as the Committee, Vacancy Committee or Chairman may assign or may be required by law.

### Section 3. Nomination of Officers

- A. Method of Nomination. Candidates for any elected office of the Committee shall be nominated from the floor at the biennial organizational meeting, or at a special meeting called to fill a vacancy.
- B. Persons Who May Make A Nomination. Nominations for any elected officer of the Committee may be made only by a member of the Committee who is present at the biennial organizational meeting, or at a special meeting called to fill a vacancy.

### Section 4. Election of Officers

- A. Secret Ballot. All elections of the Committee shall be conducted by secret ballot unless there is only one nominee for the office.
- B. Voting Procedure. Officers of the Committee shall be elected by a majority vote. If more than two persons are nominated for an elected office of the Committee, and if no nominee has received the required majority vote after two ballots, the nominee receiving the fewest

votes on the preceding ballot shall be dropped from all subsequent ballots unless one or more nominee shall have withdrawn during or following this ballot. The nominee receiving the fewest votes on each ballot thereafter shall also be dropped from all subsequent ballots unless one or more nominees shall have withdrawn during or following such ballot. Balloting shall continue in this manner until a majority vote is cast for one nominee.

## Section 5. Vacancies and Removal of Elected Officers

- A. Vacancy Conditions. A vacancy in office shall exist in the event of an officer's ineligibility to hold office, death, resignation, removal, permanent absence or permanent disability. The committee shall decide by majority vote whether sufficient evidence exists of permanent absence, or permanent disability, or for removal at any regular or special meeting of the Committee, if such removal is noticed as an agenda item on the call for such meeting. The Vice-Chairman shall mail the call (as defined in Article VI, Section 3(D)), for a meeting to all members of the Committee within ten days of the vacancy in the office of Chairman, and this meeting shall be held within thirty days of the call. The Chairman shall mail the call if the vacancy occurs in the office of Vice-Chairman or Secretary/Treasurer.
- B. Declaration by State Chairman of Vacancy. If a vacancy is declared to exist, by the Chairman, or in the case of a vacancy in the Chair by the Vice Chairman, for more than 30 days and no meeting is pending pursuant to a call or notice to fill such vacancy, the Chairman (or Vice Chairman in the case of a vacancy in the Chair) may issue such a call or notice if the appropriate committee does not provide a chairman thereof, the CRC Chairman (or Vice Chairman) may personally or by nominee preside at the meeting so noticed.

## ARTICLE V. DISTRICT VACANCY COMMITTEE

### Section 1. Purpose.

The purpose of this committee is to fill vacancies in district and general assembly offices held by members of the political party.

### Section 2. Membership.

The Committee, acting as the committee of the whole, shall be Vacancy Committee.

### Section 3. Vacancy in District Elected Officer.

The procedures of Article IV, Section 5 shall be followed.

### Section 4. Vacancy in the General Assembly.

When a vacancy occurs in the office of a Republican registered (state senator/ representative) from the District, the Vacancy Committee shall elect a person by a majority vote to fill the vacancy until the next general election. The Vacancy Committee shall make such selection within ten days from the date on which the vacancy occurs, as required by State Election Laws.

- A. Notice of Vacancy Committee Meeting. Notice of any meeting of the Vacancy Committee shall be mailed to each member of the Vacancy Committee at least six days before such meeting. Such notice shall state the date, time, place and purpose of the meeting. Written

notice shall be deemed delivered upon the deposit of the notice in the United States mail, first class postage prepaid, directed to the Vacancy Committee member at his or her address as it appears on the official Committee records, as maintained by the Secretary. In addition, personal contact and contact via email are strongly encouraged.

- B. Quorum. The vacancy committee quorum shall be two-thirds (2/3) of the eligible members when meeting to fill a vacancy in the office of state senator/ representative. No proxies shall be permitted. If a quorum is not present at any Vacancy Committee meeting, the Vacancy Committee may adjourn the meeting to a future date, time and place certain, within the ten day selection period, without republishing notice of the meeting.
- C. Nominations. A Nomination to fill a vacancy in the office of state (senator/representative) from the District may be made only by a member of the Vacancy Committee at a meeting of the Vacancy Committee that was called for the express purpose of filling the vacancy.
- D. Method of Voting. All elections of the Vacancy Committee shall be conducted by a secret ballot unless there is only one nominee to fill a vacancy.
- E. Declaration by CRC Chairman. If no vacancy committee has been selected, either by the organizational meeting or by district by-laws, then by CRC By-laws the district central committee is the vacancy committee. If no district officer is available to issue the necessary call, the CRC Chairman may issue such a call or notice and if the appropriate committee does not provide a chairman thereof, he may personally or by nominee preside at the meeting so noticed.

## ARTICLE VI. MEETINGS OF THE COMMITTEE

Telephone conference call shall be an acceptable form of meeting in all cases except meetings with contested officer elections. Any proxy must be in writing via mail, fax, or hand-delivery to the Chairman or acting Chair prior to the meeting.

### Section 1. Organizational Meeting

- A. The biennial organizational meeting of the Committee shall be held in the odd- numbered years in conjunction with the County Central Committee Organizational Meeting which is to be held between February 1 and February 15. The meeting is for the purpose of:
  - 1. Electing a Chairman, Vice Chairman and Secretary.
  - 2. Selection of a vacancy committee of at least five members or the announcement of the bylaw provisions for the vacancy.
  - 3. Conducting such other business as may properly come before the committee.
- B. If no meeting is held within the appropriate time frame for the biennial organizational meeting, the CRC Chairman may issue such a call or notice and he may personally or by nominee preside at the meeting so noticed if the district fails to provide a chairman.

### Section 2. Special Meetings

Special meetings of the Committee may be called at any time by the Chairman on his or her own initiative or upon the written requests of at least one-third (1/3) of the members. If the chairman fails to act on the request within ten days, then any voting member may issue the call at the

committee's expense. Special meetings shall be held within fifteen days of the call at the time, date, and place as designated by the person calling the meeting.

- A. Forms of Notice. All members of the Committee shall be notified in writing or via email of the organizational meeting of the Committee. All members of the Committee shall be notified personally, by telephone communication or in writing, or via email, of each special meeting of the Committee unless such notice provision is waived in the manner provided by Article IV, Section 3, Subsection E.
- B. Date of Notice. Notice of the organizational meeting of the Committee shall be delivered no fewer than ten days before the date of the meeting. Notice of a special meeting of the Committee shall be delivered no fewer than six days before the date of the meeting.
- C. Contents of Notice. Notice of a Committee meeting shall state the time, date, and place of the meeting and, to the fullest extent possible, the business to be conducted at the meeting.
- D. Delivery of Written Notice. Written notice of any meeting of the Committee shall be deemed delivered upon the deposit of the notice in the United States mail, first class postage prepaid, directed to the member at his or her address as it appears on the official Committee records, as maintained by the Secretary or by sending an electronic email to the member at his or her email address as it appears on the official Committee records.
- E. Waiver of Notice of Special Meetings. If a majority of the membership of the Committee waive notice of the call of a special meeting of the committee, a special meeting of the Committee may be held without prior notice to elect an officer of the Committee. No person may be elected at a special meeting of the Committee to an elected office of the Committee unless such person receives a majority of the votes of the membership of the Committee.
- F. Failure to Properly Notice. In accordance with CRC by-laws, the County Chairman will include the call for the District organization meeting, at the request of the District Chairman. Failure of the meeting to be properly noticed shall not invalidate a district organizational meeting held on the same date and proximate to the county organizational meeting in both time and location provided that the meeting is announced during the county organizational meeting and before the district organizational meeting.

## ARTICLE VII. VOTING AT MEETINGS OF THE COMMITTEES

### Section 1. Method of Voting

- A. Single Vote. A person holding multiple offices shall not be entitled to more than one vote, excluding proxies.
- B. Cumulative Voting. Cumulative voting (which allows an elector to give more than one vote to a single candidate) shall not be allowed at any meeting of the Committee or the Vacancy Committee.

### Section 2. Proxies

- A. Designation. Any voting member, who wants to vote by proxy, at those meeting where proxies are allowed, shall designate his or her proxy on a written form which shall be dated, witnessed and submitted to the Chairman.



1. All proxies shall apply to a single meeting.
  2. An individual designated to cast a proxy vote shall be a qualified GOP elector within the constituency represented by the principal.
- B. Absence from Meeting. A person designated to cast a proxy may vote only if the principal is absent from the meeting at the time of the vote.

### Section 3. Quorum Requirements

A quorum for any meeting of the Committee, shall be those members present at such meeting, but in any case, no less than six members for a meeting of the entire Committee.

## ARTICLE VIII. REPRESENTATIVE DISTRICT ASSEMBLY

### Section 1. District Assembly

- A. Date and Location. The District Assembly shall be held on the same date as the County Assembly in which the District lies, in those years in which the office of representative is designated for election.
- B. Call of the District Assembly. The call of the District Assembly shall include a statement of the time, place, and purpose of Assembly. The call of the District Assembly shall, at the request of the District Chairman, be included in the call of the County Assembly. Failure to properly call the district assembly shall not invalidate the proceedings if it is announced during the county assembly before the district assembly is called to order.

### Section 2. Qualifications of Delegates and Alternates

The delegates and alternates to the District Assembly must be a delegate or alternate to the County Assembly and reside within the district. District Officers are the officers of the Assembly, but they may not vote unless they are also a delegate or alternate entitled to vote.

### Section 3. Voting in the District Assembly

- A. Proxies. No proxies shall be allowed or recognized in the District Assembly.
- B. Vacancies. Any vacancy in a delegate place shall be filled only from among the alternates in attendance at the District Assembly from the precinct for which there is a vacancy. Alternates shall be seated as delegates in the order designated by their precinct caucuses.  
  
Alternates must yield to delegates when they are present.
- C. Unit Rule Voting. For purposes of the Bylaws, unit rule voting refers to the practice by which the entire vote of a delegation is cast according to the majority vote within the delegation. Unit rule voting shall not be enforced nor adhered to.
- D. Designation. The assembly shall take no more than two ballots for each office to be designated. Every candidate receiving thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting on that office shall be certified by affidavit of the presiding officer and secretary of the assembly. If no candidate receives thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting, a second ballot shall be cast on all the candidates for that office. If on

the second ballot no candidate receives thirty percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for the office by the assembly. The certificate of designation shall indicate the order of the vote received at the assembly by the candidates for each office, but no assembly shall declare that any one candidate has received the nomination of the assembly. If two or more candidates receiving designation have received an equal number of votes, the order of certification of designation shall be determined by lot by the candidates.

- E. Requirements for Nominees. No person shall be eligible for designation by the District Assembly as candidate for nomination at any primary election unless such person has been registered to vote as a Republican for at least two months prior to caucus immediately preceding the District Assembly, as shown by the voter registration list of the County Clerk and Recorder.

#### Section 4. Credentials.

The Credentials Committee for the District Assembly shall consist of members appointed by the Chairman of the Assembly from among the uncontested delegates to the District Assembly.

#### Section 5. Assembly Vacancy Committee.

The District Assembly Vacancy Committee (usually small of from three to seven persons) fills any vacancy which occurs in the Republican designation or nomination of a candidate for the office of (state senator/state representative/district attorney) in the District. The committee is appointed at the assembly or may be provided for in the bylaws and announced at the assembly.

### ARTICLE IX. AMENDMENT OF BYLAWS

#### Section 1. Amending Procedure

The bylaws may be amended at any meeting of the Committee by the affirmative vote of two-thirds of those members present and voting, provided that the proposed amendment was submitted in writing or via email to the elected officers for review, mailed no fewer than thirty days before the meeting, and reference was made to the proposed amendment in the written notice of the meeting.

#### Section 2. Waiver of Notice

If previous notice of a proposed amendment was not given as specified in Section 1, consent of ninety percent (90%) of the members of the Committee who are present at the meeting, must be obtained before such amendment may be offered for consideration or adoption at a Committee meeting.

### ARTICLE X. MISCELLANEOUS

#### Section 1. Voting by a Presiding officer

No presiding officer shall be entitled to vote at any meeting at which a vote is taken except in the case of a tie.

#### Section 2. Parliamentary Authority

Robert's Rules of Order (Newly Revised) shall govern the meetings of the Committee, Credentials



Committee, special committees, District Assembly, and Vacancy Committees, whenever they are applicable and not inconsistent with these Bylaws, CRC Bylaws, and applicable law.

### Section 3. Chairman's Role

Prior to the conclusion of the Assembly, the Chairman shall not be a candidate for HD 20 representative and shall not publicly support a candidate for HD 20 representative if more than one Republican has filed for the office with the Secretary of State.

ADOPTED at the \_\_\_\_\_ (date) meeting of the \_\_\_\_\_ Representative District Republican Central Committee, as amended.

Signed: \_\_\_\_\_

Chairman of Committee

\_\_\_\_\_

Secretary of the Committee